COCKBURN SCHOOL
Specialist status in the Performing Arts

'Learning for Life'

Safeguarding Handbook

Reviewed by: Governors

Date of Policy: September 2018

To be reviewed: September 2022

Contents

Appendices

1. Introduction

Schools play a critical role in keeping children safe from harm. This role was formalised into safeguarding children and promoting their welfare in section 175 of the Education Act 2002.

The terms Child Protection and Safeguarding clearly overlap but do differ in some distinctive ways.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing the impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

Child Protection on the other hand is part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children who are suffering or are at risk of suffering significant harm.

The aim of this handbook is to ensure that you have all the information required to ensure that our Students:

- remain healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well being

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2. Child Protection

Mr Jonathan Stevens (Deputy Headteacher) is the designated member of staff for Child Protection in the School.

Also fully trained in Child Protection procedures are:

1. PC Stubbs – Safer Schools Officer
2. Miss Fiona Campbell – Assistant SENCO – 2nd Designated MOS for CP
3. Mrs Sharon Simpson – Head of Year 7
4. Mr Garry Sykes – Head of Year
5. Mr Karl Whitehouse – Head of Year 11
6. Mrs Mandy Hirst –Head of Year
7. Mrs Tracey Gittins – Head of Year 9
8. Mr Grant Nunney – Head of Year 10

We use the CPOMS system to record and monitor child protection concerns and incidents. If you wish to make a referral regarding an issue of child protection you must use the CPOMS system to record your concern. Please refer to **Appendix 2** for instructions on how to do this. Should you require further help to be able to log an incident please speak to your line manager or a member of the CSG team.

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3. Children Looked After (CLA)

Mr Jonathan Stevens is the designated member of staff for Looked After Children (LAC). He is responsible for ensuring that all statutory requirements are in place for our LAC students including Personal Education Plans (PEPs) for all our LAC students and ensuring attendance at all LAC reviews.

Other members of the team who monitor the progress of our LAC students are:

1. Michelle Hoult: will provide weekly updates on the attendance of our LAC student
2. Miss Fiona Campbell will oversee all PEP's and reviews

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4. Fire Safety

Mrs Sarah Ward (School Business Manager) is in charge of Fire Safety within the school, any concerns or issues please direct them towards this member of staff.

Please ensure that:

1. You are aware of the fire evacuation procedures and your role in them (see display in all rooms).
2. You have the relevant information displayed in your teaching area.
3. You have familiarised yourself with the relevant info / displays in the area you work in
4. Your working / teaching spaces comply with the fire directives.

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5. Visits

Mr Rob Dixon (Head of School) is in charge of ensuring all relevant paperwork and risk assessments are completed for all visits from the school. Mr Chris Butters will ensure that all school and Leeds City Council guidelines are met if a trip is to take place.

If you are considering running a trip please speak to Mr Chris Butters in the first instance, once you have received the relevant advice you must then speak to Mr Angus Smith (Assistant Headteacher) who will advise you in terms of the school diary if and when the trip can take place. Once this has been confirmed please speak to one of our finance team members so that they are aware of the trip and can make the appropriate arrangements for students to make payments and provide support and assistance.

Whenever you leave the site with students (either during curriculum time or extra curriculum time) you must leave a list of the staff and students involved with the main school office who will place it on the relevant board. You must not leave the site without completing this information.

A copy of the paperwork can be found on FROG

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6. First Aid

Mrs Sarah Ward (School Business Manager) is in charge of co-ordinating the School's First Aid provision.

The following staff are first aid trained within the School:

Miss Fiona Campbell

Mr Jonathan Hick

Mr Garry Sykes

Mrs Amanda Hirst

Mr Matthew Nebard

Mr Chris Battye

Mrs Sharon Simpson

Mrs Jan Maughan

Mrs Vicky Morrell

If you require First Aid assistance for a student:

- Send the student to the nurse's room / main school office. They will arrange for a member of staff who is first aid trained to treat the student in the medical room.
- If the student cannot be moved, please send a student to the main school office, they will arrange for a first aider to inspect the student before arranging for further medical assistance if required.
- **If you judge the emergency to require immediate medical attention, call for an ambulance directly.**

Students who have medicine held at school

- A list of students who have medicines held at school is updated regularly by the SENCO
- No medicines must be given to students (even paracetamol); only medicines prescribed can be given after relevant paperwork has been completed.

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7. E-safety

Miss Fiona Campbell is the school's designated E-safety Officer. Please inform Miss Campbell of any concerns you have with regards to bullying on line or any concerns with regards to students' behaviour on line or via mobile phone. Please complete a CPOMS referral as appropriate

Please take time to update yourself with the work of the Child Exploitation and Online Protection Unit (CEOP) and the resources they have to update students on the dangers of mobiles phones and the Internet if not used safely.

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8. Safer Recruitment

All applicants to the school will be required to provide evidence of their identity, qualifications and right to work in the UK.

All staff will be required to complete an enhanced DBS check or allow for their transferable DBS to be checked and are responsible for providing accurate information to enable a check to be carried out.

As part of your responsibility you must conduct yourself in a professional manner at all times. Please treat all members of the school community with respect at all times, attend relevant training and keep up to speed with all changes in Safeguarding and Child Protection procedures.

9. Visitors

If you have visitors coming on site you must arrange for the following safeguarding procedures to be put into place:

- If your visitors are not visiting regularly and **will not** be gaining unattended access to students they will just need to sign in and out of school, wear an identity badge and be under your supervision at all times.
- If your visitors **will** have unattended access to students or visit more often than once a week or four times a month they must have a full DBS check or allow for their transferable DBS to be checked and be placed on our single central register (you must pass this information to our School Business Manager before access can be allowed. They must still sign in and out as all other visitors.
- Please ask to see relevant ID.
- If you have a large number of visitors attending all at once you may prepare a paper copy for the office to sign the visitors in and out but all other procedures must be followed as normal.

Our Premises Team are aware of the procedures required for contractors working on site.

Please challenge anybody on site without the relevant visitor badge.

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10. Health and Safety

Mrs Sarah Ward (School Business Manager) is responsible for any Health and Safety issues on the school site.

She will complete a weekly walk of the site with a member of the premises team to pick up and act upon any potential issues.

If you have any Health and Safety concerns you can act as follows:

- **If the issue needs immediate attention please inform the main school office and they will contact the premises team.**
- **If the issue is something that can be dealt with ASAP please log onto Smartlog, our premises health and safety system, to record your request. This is monitored by the Business Manager, Site Manager and calls are prioritised.**
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11. Early Help Plans

The EHP is designed to identify and assess a child's additional needs where more than one service or agency is involved.

An EHP is not be used when you are concerned that a child may have been harmed or at the risk of harm. In these circumstances you must follow Child Protection procedures.

Am EHP should be used as early intervention when you feel a child has additional needs and would benefit from co-ordinated support from education, social care or other health services. Examples exclude:

- disruptive or anti-social behaviour
- overt parental conflict
- risk of offending
- poor attendance or exclusion from school
- experiencing bullying
- poor nutrition or health

If you have concerns about a student and feel that a EHP may be an appropriate action please speak to the relevant Director of Year or Head of Year.

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12.   Whistle blowing

All staff have a responsibility to report concerns about the behaviour of a colleague. This is known as whistle blowing.

The schools whistle blowing policy can be found on the FROG area under policies, this covers Safeguarding or Child Protection concerns as well as other issues such as fraud, harassment or discrimination.

Staff who are prepared to report a concern can be reassured that the correct procedures will be followed with regards to confidentiality and support for the whistleblower.

Any concerns with regards to reporting any issues please speak to your union or any member of the senior team if you think it is appropriate.

A copy of the full Whistleblowing Policy is held on the Policies section on FROG and on display in the staffroom.

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13.   Role of the Governing Body

The School's Governing Body has a legal responsibility to promote high standards and good practice across all aspects of the school, including Safeguarding.

The main roles are to help set strategic direction, ensure accountability, legal compliance and regularly monitor the school's performance in terms of the safeguarding of students.

Mr Peter Nuttall (Chair) and the designated governor for Child Protection and Safeguarding (Mr Paul Crawshaw) have received the relevant training for their role and regularly meet with the School Business Manager to receive updates on what the school is implementing to ensure all its students are safe.

The School Business Manager also reports to the Governors on a regular basis throughout the year during their formal meeting structure.

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14.   Bullying / Racist Incidents / Homophobic Incidents

All incidents of bullying, racism and homophobia are taken extremely seriously at Cockburn. Please report all instances of this nature to the relevant Director of Year of Head of Year or any other member of the CSG Team.

All incidents of bullying and racism are recorded and reported to the relevant authorities (eg: Governors, Local Authority) as required.

Please ensure all incidents of bullying or racist incidents are recorded on the school behaviour database and reported to Mrs Victoria Armitage (Assistant Headteacher): also ensure all incidents of cyberbullying are recorded on the school behaviour database (SIMS).

If you are unsure if a bullying or racist incident has taken place please ask for advice, it is better to report something than sit on it and maybe allow a bigger issue to develop.

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15.   Single Central Register (see also visitors)

The Single Central Register is the key document that ensures that all people on the school site have the correct safeguarding checks completed on them.

The School Business Manager is the gatekeeper of this document and must be informed if you have people coming onto the school site (see visitors information)

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16. Prevent

The Government's strategy for preventing violent extremism has five strands designed to address the factors that research suggests can cause people to become involved in this form of criminal activity.

In a school context the five strands are to:

1. understand how an extremist **narrative** which can lead to harm can be challenged by staff in schools; and model to students how diverse views can be heard, analysed and challenged in a way which values freedom of speech and freedom from harm
2. understand how to **prevent harm** to students by individuals, groups or others who promote violent extremism and manage risks within the school
3. understand how to **support individuals** who are vulnerable through strategies to support, challenge and protect
4. increase the **resilience of Students and of school communities** through helping students acquire skills and knowledge to challenge extremist views, and promoting an ethos and values that promotes respect for others
5. use teaching styles and curriculum opportunities which allow **grievances** to be aired, explored and demonstrate the role of conflict resolution and active citizenship

Much of the work all schools will be doing already will help contribute to the goal of preventing violent extremism. For example, schools can build on work they already do in:

- promoting the Every Child Matters (ECM) outcomes for all students

- promoting student wellbeing, equalities and community cohesion
- building the resilience of the school, working with partners, to prevent students becoming the victims or causes of harm
- working with other agencies and building community networks of support for the school.

Student support processes

- **Aim**: To ensure that staff are confident to take preventative and responsive steps when working with partner professionals, families and community groups.
- **Through**:
  — listening to what is happening in the school and the community
  — implementing anti bullying strategies and challenging racist behaviour
  — helping students and adults know how to access support in school or through community partners
  — supporting problem solving and repair of harm
  — supporting students at risk through safeguarding and crime prevention processes.
- **Action by**: Student support, staff managers and staff who lead on family and community engagement

17. Staff use of the Internet / Social Networking Sites

Staff are reminded of their responsibility to use social networking sites with care. Please follow the latest recommendations that Mr Jonathan Stevens (Deputy Headteacher) has discussed with you and those in the school's Acceptable Usage Policy; these are directives from the Government and Leeds City Council and can result in formal action if not complied with.

The general rule is to ensure that you have the correct privacy setting on any sites and that you do not accept "friends" with any current students or any students who have left the school in the past three years.

Any queries or questions please direct them to Mr Jonathan Stevens

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18. Extreme Action Guidelines

We would like to re-assure all staff that in the event of any extreme incident in school or the need for crisis support the Senior Team have full support of and contact with the authorities support mechanisms.

1. In the case of extreme weather please make yourself aware of the School's Snow Policy
2. In terms of major incidents taking place on site, all staff please make themselves aware of the following;

   - Staff with radios –if assistance is required the following code will be used so not to raise issues / concerns from students who can overhear the radios (CODE 99)
   - All staff – we may be required to get a message to all staff, this will be done through the school tannoy system. Please respond to all instructions immediately.

Appendices

Appendix 1– Useful Contact Details

Childline – 0800 1111

NSPCC Helpline – 0808 800 5000

Parentline Plus – 0808 800 2222

Child Exploitation and Online Protection (CEOP) – 0870 000 3344

Teacher Support Network – 08000 562 561

Leeds Safeguarding Board - 0113 3786018

Appendix 2

1. CPOMS user instructions

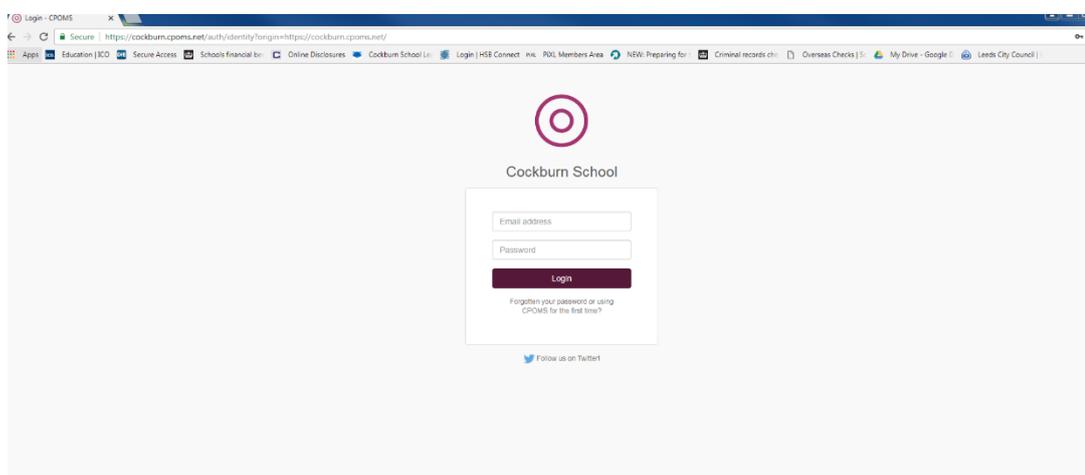**2. Smartlog user instructions**

3. Out of school form

1. CPOMS – Instructions to add an incident

There are two ways to access CPOMS. The first is via the Safeguarding Concerns tab on FROG the other is by a web browser. Both will take you to the web browser to log in.

Log on using link
https://cockburn.cpoms.net/auth/identity?origin=https://cockburn.cpoms.net/

Click on 'Add incident' and start typing the student name. Select the correct student and complete the details on the online form. Once this is completed an alert will immediately be sent to the designated child protection safeguarding lead and it will be dealt with by one of the CSG team.

2.Health and Safety – Smartlog instructions to record an issue

There are two ways to access CPOMS. The first is via the Site Assistance tab on FROG the other is by a web browser. Both will take you to the web browser to log in.

Log on using link

https://sl.safesmart.co.uk/auth/login

To log on use the following

Company ID: CBSCHL

Username: Your Surname and your first initial – BloggsJ

Password: password1

If you have difficulty accessing the system please contact the Business Manager.

Once logged in click on 'Log Entry' and then select 'Premises Issues' and add details of your issue. Click 'Yes' on create checklist and save.

Your issue will be dealt with by the Premises Team.

3.Out of School Form

MoS: **Group:**

Destination: **Time of departure:**

	Students	For
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

Expected time of return:

Appendix 3

Faculty Responsibilities / Year Group Responsibilities – Attendance

Registers must be completed accurately and saved using lesson monitor within 15 minutes of the start of a lesson (or by the end of registration).

Colleagues unable to complete an electronic register must send a paper copy to Michelle Hoult within 15 minutes of the lesson starting. **A call must be logged with the ICT Technicians.**

Printed Paper Copies will be made available by your Zone Leader / Director of Year.

Leaving the site – if students are taken off site, registers must be completed accurately before leaving the site and copies handed to Michelle Hoult and the Main School Office.

Any marks pre-entered on your register (eg: I,B or H) must be left unchanged as these have been entered by the attendance team.

Staff should only enter the following codes / (present), N (absent) – all other codes will be added by the attendance team.

If you are aware of any other reasons for non-attendance please email Michelle Hoult who will then enter the code once checked.

Failure to comply with these guidelines for the completion of registers will be handled as follows;

1st occasion – verbal warning from zone leader / director of year

2nd occasion – written reminder from zone leader / director of year

3rd occasion – zone leader / director of year to meet with m.o.s (also inform JS)

4th occasion – SLT liaison with zone leader / director of year to organise a meeting

5th occasion – Meeting with Executive Headteacher, may result in disciplinary proceedings